

**SAM II HR/PAYROLL
PAYROLL PROCESSING SCHEDULE**

Down 6:00 pm								
PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY (2)	DIRECT DEPOSIT FORMS DUE 9:00 a.m. (3)	PRELIM GTN RUN BEGINS 6:00 p.m. (4)	REGULAR GTN/GL INTERFACE (5)	CHECKS AVAILABLE	CHECK DATE
Dec 2002 Pay Cycle 2	12/16/02 to 12/31/02	01/01/03	12/16/02 to 01/07/03	01/06/03	01/07/03	01/08/03	01/13/03	01/15/03
Jan 2003 Pay Cycle 1	01/01/2003 to 01/15/03	01/16/03	01/01/03 to 01/23/03	01/22/03	01/23/03	01/24/03	01/29/03	01/31/03
Jan 2003 Pay Cycle 2	01/16/03 to 01/31/03	02/01/03	01/16/03 to 02/05/03	02/04/03	02/05/03	02/06/03	02/11/03	02/14/03
Feb 2003 Pay Cycle 1	02/01/03 to 02/15/03	02/16/03	02/01/03 to 02/20/03	02/19/03	02/20/03	02/21/03	02/26/03	02/28/03
Feb 2003 Pay Cycle 2	02/16/03 to 02/28/03	03/01/03	02/16/03 to 03/06/03	03/05/03	03/06/03	03/07/03	03/12/03	03/14/03
Mar 2003 Pay Cycle 1	03/01/03 to 03/15/03	03/16/03	03/01/03 to 03/22/03	03/20/03	03/22/03	03/24/03	03/27/03	03/31/03
Mar 2003 Pay Cycle 2	03/16/03 to 03/31/03	04/01/03	03/16/03 to 04/07/03	04/04/03	04/07/03	04/08/03	04/11/03	04/15/03
Apr 2003 Pay Cycle 1	04/01/03 to 04/15/03	04/16/03	04/01/03 to 04/22/03	04/21/03	04/22/03	04/23/03	04/28/03	04/30/03
Apr 2003 Pay Cycle 2	04/16/03 to 04/30/03	05/01/03	04/16/03 to 05/06/03	05/05/03	05/06/03	05/07/03	05/13/03	05/15/03
May 2003 Pay Cycle 1	5/1/2003 to 05/15/03	05/16/03	05/01/03 to 05/21/03	05/20/03	05/21/03	05/22/03	05/28/03	05/30/03
May 2003 Pay Cycle 2	05/16/03 to 05/31/03	06/01/03	05/16/03 to 06/07/03	06/05/03	06/07/03	06/09/03	06/12/03	06/16/03
Jun 2003 Pay Cycle 1	06/01/2003 to 06/15/03	06/16/03	06/01/03 to 06/21/03	06/19/03	06/21/03	06/23/03	06/26/03	06/30/03
Jun 2003 Pay Cycle 2	06/16/03 to 06/30/03	07/01/03	06/16/03 to 07/08/03	07/07/03	07/08/03****	07/09/03	07/11/03	07/15/03
July 2003 Pay Cycle 1	07/01/03 to 07/15/03	07/16/03	07/01/03 to 07/23/03	07/22/03	07/23/03	07/24/03	07/29/03	07/31/03
July 2003 Pay Cycle 2	07/16/03 to 07/31/03	08/01/03	07/16/03 to 08/07/03	08/06/03	08/07/03	08/08/03	08/13/03	08/15/03
Aug 2003 Pay Cycle 1	08/01/03 to 08/15/03	08/16/03	08/01/03 to 08/21/03	08/20/03	08/21/03	08/22/03	08/27/03	08/29/03
Aug 2003 Pay Cycle 2	08/16/03 to 08/31/03	09/01/03	08/16/03 to 09/06/03	09/04/03	09/06/03	09/08/03	09/11/03	09/15/03
Sept 2003 Pay Cycle 1	09/01/03 to 09/15/03	09/16/03	09/01/03 to 09/22/03	09/19/03	09/22/03	09/23/03	09/26/03	09/30/03
Sept 2003 Pay Cycle 2	09/16/03 to 09/30/03	10/01/03	09/16/03 to 10/06/03	10/03/03	10/06/03	10/07/03	10/10/03	10/15/03
Oct 2003 Pay Cycle 1	10/01/03 to 10/15/03	10/16/03	10/01/03 to 10/23/03	10/22/03	10/23/03	10/24/03	10/29/03	10/31/03
Oct 2003 Pay Cycle 2	10/16/03 to 10/31/03	11/01/03	10/16/03 to 11/06/03	11/05/03	11/06/03	11/07/03	11/12/03	11/14/03
Nov 2003 Pay Cycle 1	11/01/03 to 11/15/03	11/16/03	11/01/03 to 11/19/03	11/18/03	11/19/03	11/20/03	11/25/03	11/28/03
Nov 2003 Pay Cycle 2	11/16/03 to 11/30/03	12/01/03	11/16/03 to 12/06/03	12/04/03	12/06/03	12/08/03	12/11/03	12/15/03
Dec 2003 Pay Cycle 1	12/01/03 to 12/15/03	12/16/03	12/01/03 to 12/22/03	12/19/03	12/22/03	12/23/03	12/29/03	12/31/03

- (1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!
Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.
- (2) Note that system down time in the shaded columns overlap with the Time & Leave Entry period for the next pay cycle.
As an example, for the May 2003 Pay Cycle 2 the system will be down from 6:00 p.m. 06/07/03 until cycle has completed. This overlaps with the Time and Leave Entry dates of the June 2003 Pay Cycle 1.
- (3) Direct deposit information must be submitted to OA Accounting as Agencies receive the information or no later than 9:00 a.m. of this date to assure proper processing.
- (4) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until completion of the cycle.
- (5) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing, the applicable Federal drawdowns and deposits must be accepted into the Financial System prior to this date.
- (6) NOTE: The State Treasurer's Office will receive checks & direct deposit advices on the day after the Regular cycle.
The FINAL DEADLINE for return delivery is 5:00 pm the working day PRIOR to the "Checks Available" date shown above.
- ****All LDPR entries must be entered with an effective date of 06/16/03 prior to this paycycle.
Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.